



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JITUNIX568587

FOR:

**SCIENTIFIC WORKSTATIONS AND SERVERS**

**THIS IS A 100% SMALL BUSINESS SET-ASIDE**

**WARNING: Although subcontracting or teaming, etc., under this acquisition is not prohibited per se, proposers must be careful regarding the possible effects of substantial subcontracting, teaming, joint-ventures, or other "affiliations" which could impact their status, making them ineligible for an award under this 100% set-aside. Proposers are advised to refer, for example, to the Small Business Administration, Small Business Size Regulations found at 13 Code of Federal Regulations (CFR) PART 121, et seq. (esp. 13 CFR 121.401, AFFILIATION) and Federal Acquisition Regulation (FAR) Part 19, SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS.**

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date: November 18, 2003

Local Time: 3:00 p.m.

**NOTE: THE PROPSEER SHALL PROVIDE, UNDER A SEPARATE SECTION WITHIN ITS PROPOSAL, A DISCUSSION DEMONSTRATING THAT THE PROPOSER MEETS (OR WILL MEET AT THE TIME OF AWARD) THE MANDATORY QUALIFICATION CRITERIA SET FORTH IN THE RFP. COMMUNICATIONS IN REFERENCE TO THIS RFP**

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Title: JPL Subcontracts Manager

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Date of Issuance:

October 10, 2003

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### 2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

### 3. Specimen Subcontract

## GENERAL INSTRUCTIONS

### 1.0 INTRODUCTION

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP).

### 2.0 SUBCONTRACT REQUIREMENT

The Subcontract type, efforts to be performed, specifications, exhibits, and performance period, will be in accordance with the Specimen Subcontract.

### 3.0 PROPOSAL REQUIREMENT

- 3.1 JPL intends to issue two (2) Subcontracts for the supply of all items listed in Exhibit I, Sections A and B. However, JPL reserves the right to issue two Subcontracts to one Supplier if the Subcontractor is able to provide all requirements in Exhibit 1 Sections A and B.
- 3.2 JPL will evaluate the Subcontractor's proposal for sections A and B of Exhibit I on an individual basis.
- 3.3 The effort to be performed will be in accordance with the Specimen Subcontract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

### 4.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

#### 4.1 Organization and Format.

- 4.1.1 Your proposal may respond to *all* sections in Exhibit I or section A or B. The proposal should be organized as closely as practicable to the format and sequence indicated in the proposal instructions and must be submitted as follows:

<u>Volume No./Title</u>	<u>Number of Copies</u>
<b>Volume I – Technical/ Management</b>	<b>10</b>
<b>Volume II - Price/Cost</b>	<b>10</b>

Please submit your proposal on 8- ½” x 11” paper, typed and double-spaced. Organize your proposal as closely to the RFP format as possible.

- 4.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
  - 4.1.2.1 JPL reserves the right to retain all proposal information submitted in response to this RFP.
- 4.1.3 Address and Identification.

To help ensure timely receipt and processing of your proposal, please affix the yellow adhesive label (provided on the web page) to the envelope/container containing the complete original copy of your proposal. (NOTE: The yellow label is

JPL's notification that the package you send is a proposal.) Address your proposal label with the following: JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

- 4.1.5 Your proposal is to be accompanied by a completed Subcontract executed by the appropriate official within your company. The completed Subcontract shall constitute a binding offer from your company. *Important: see Section 11.0 of the General Instructions for JPL's position on deviations to the specimen Subcontract, Schedule, Exhibits, Attachments, Appendices, General Provisions, and Additional General Provisions.*

4.1.6 Hand Carried Proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

4.1.7 Facsimile Proposals

Facsimile Proposals will not be accepted.

4.1.8 Electronic (e-mailed) proposals

Electronic (e-mailed) proposals will not be accepted.

## 5.0 GENERAL INFORMATION

### 5.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

### 5.2 Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

"Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. **JITUNIX568587** shall not be used or disclosed, except for evaluation purposes, provided that if a Subcontract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

### 5.3 Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. These requests may alternatively be sent via email to: [Dana.M.Howard@jpl.nasa.gov](mailto:Dana.M.Howard@jpl.nasa.gov) or by facsimile to (818) 393-3490 or (818) 354-0816. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP on website <http://acquisition.jpl.nasa.gov/rfp/jitunix2003>. A hard copy or paper copy of each addendum

will not be mailed or sent via facsimile. (**NOTE:** You must include reference to all addenda on your completed Attachment A-1, Acknowledgment to this RFP).

#### 5.4 Early Submittal of Section III Related Experience

To facilitate the schedule associated with the selection of the Subcontractor, JPL requests that you submit Section III – Related Experience by October 17, 2003. In the event that you are unable to provide this Section III by the above requested date, Section III must be submitted no later than the time/date specified on the RFP cover page.

### 6.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 6.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 6.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 6.3 No acceptable proposals are received in a timely manner.

**NOTE TO PROPOSERS:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

### 7.0 MANDATORY QUALIFICATION CRITERION

- 7.1 JPL has determined that a proposer must possess the following qualifications in order to be considered capable of performing this effort:
  - 7.1.1 During the last 3 years, the proposer **MUST** have a record of sustained continuous experience in catalog management with (300 items or more) within an automated electronic ordering system using EDI or e-business technology.
- 7.2 **THE PROPOSER SHALL PROVIDE, UNDER A SEPARATE SECTION WITHIN ITS PROPOSAL, A DISCUSSION DEMONSTRATING THAT THE PROPOSER MEETS (OR WILL MEET AT THE TIME OF AWARD) THE MANDATORY QUALIFICATION CRITERIA SET FORTH ABOVE.**

### 8.0 SUBCONTRACT OPTION

The Specimen Subcontract contains an Option Article. However, option(s) will not be considered in the proposal evaluation for source selection purposes. For the purpose of source selection, JPL will evaluate proposals for the basic requirement only.

## 9.0 SOURCE EVALUATION AND SELECTION PROCESS

### 9.1 Source Evaluation.

**NOTE: PROPOSERS ARE REMINDED THAT ALL SUBMITTALS INCLUDING THE INITIAL PROPOSAL, ARE CONSIDERED BINDING OFFERS.**

Proposals will be evaluated in the areas described in paragraph ten (10) below. Although price will not be scored, price is a substantial factor in source selection and is of approximately equal importance to the combined technical and management areas. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value and best price to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select the offer with the lowest price. However JPL may select a Subcontractor whose proposal offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, JPL may select a Subcontractor whose proposal offers a lower qualitative merit if JPL determines that the price differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 9.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 10.0 below.
- 9.1.2 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 9.1.3 Responsibility (i.e., consideration of matters such as Subcontractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Subcontractor deemed to be nonresponsible.

### 9.2 Competition Range Determination

- 9.2.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
- 9.2.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
  - 9.2.2.1 Validate the proposed price; and
  - 9.2.2.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
  - 9.2.2.3 Clarify relevant past performance information
- 9.2.3 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

### 9.3 Discussions with Proposers after establishment of the competitive range.

JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:

- 9.3.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
- 9.3.2 Verifying and identifying strengths and weaknesses which could affect work performance;
- 9.3.3 Verifying the validity of the proposed price;
- 9.3.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.

Discussions will be tailored to each proposal and will be conducted by JPL with each proposer in the competitive range. Discussions with each proposer shall be strictly limited to information specific to that proposer. JPL reserves the right to videotape, record, or otherwise memorialize all discussions with proposers.

### 9.4 After discussions, the initial evaluation findings are reviewed and may be revised to incorporate the results of the discussion to arrive at a final evaluation.

- 9.4.1 Upon completion of discussions, JPL will ask each proposer to submit a Final Proposal revision (FPR), which is an updated written proposal that strictly reflects the results of the discussion. The FPR shall include a complete Subcontract executed by the proposer, which shall constitute a binding offer from the proposer.

### 9.5 Selection Process.

The results of the final Evaluation of FPR's are submitted to the JPL Source Selection Office (SSO), who selects the Subcontractor. JPL reserves the right to reject all proposals, to award a Subcontract based on initial proposals (without proposal clarifications) or conduct oral discussions prior to making source selection.

## 10.0 TECHNICAL AND MANAGEMENT EVALUATION CRITERIA

The Technical and Management Criteria are listed below.

### 10.1 Operational Approach

The degree to which the Proposer can meet JPL's Just-In-Time (JIT) acquisition requirements. Factors to be considered are:

- 10.1.1 Understanding of the JIT concept
- 10.1.2 Approach to satisfy delivery requirements
- 10.1.3 Approach for ensuring product availability

### 10.2 Management Approach

The degree to which the Contractor's plan to implement JPL's JIT acquisition system into their existing operational structure is suitable to meet the requirements in the Specimen Subcontract. Factors to consider are:

- 10.2.1 The Implementation Plan
- 10.2.2 Management and Key Personnel

- 10.2.3 Product Management Approach
- 10.2.4 Contingency Planning to resolve System Failures

### 10.3 Related Experience

The degree to which the Subcontractor's corporate experience is similar and related to JPL's JIT requirements as set forth in the Specimen Subcontract. Factors to be discussed are: electronic data interchange (EDI) experience; bar-code labeling experience; sales and service experience; and, financial capability to handle the endeavor.

- 10.3.1 Contract number, Company, and dollar amount.
- 10.3.2 Description of effort and approximate volume of items delivered per year.
- 10.3.3 Contact name, address, and telephone number of customer(s).
- 10.3.4 Specific type of experience gained.

## 11.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

- 11.1 JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable for evaluation.
- 11.2 Moreover, a large number of exceptions, or one or more significant exceptions, to the Specimen Subcontract Schedule, Attachments, Appendices, or Exhibits may make your propose unacceptable for evaluation. **YOU MUST PROVIDE A DETAILED EXPLANATION, INCLUDING THE RATIONALE, FOR ANY EXCEPTIONS YOU TAKE.**

## VOLUME I

### TECHNICAL/MANAGEMENT INSTRUCTIONS

#### 1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing **Volume I – Technical/Management Proposal**. The following specific information must be included in Volume I to permit an evaluation of your technical and management capabilities. The Volume should consist of three (3) parts:

		<u>Assigned Weights</u>
<b>Section I</b>	<b>Operational Approach</b>	<b>500 Points</b>
<b>Section II</b>	<b>Management Approach</b>	<b>350 Points</b>
<b>Section III-</b>	<b>Related Experience</b>	<b>150 Points</b>

#### 2.0 Section I- OPERATIONAL APPROACH

##### 2.1 Understanding of the JIT Concept:

Describe the JPL JIT process, as you understand it and how you will interface in the JIT Acquisition Process, based on the information provided in the Specimen Subcontract's Statement of Work (SOW), and Exhibit II, JPL JIT Operational Concept Document. Provide separate flow charts to document the following:

- 2.1.1 The JPL JIT process,
- 2.1.2 Your internal administrative process.
- 2.1.3 Your interface to the JPL JIT process.

Provide a plan which reflects the necessary steps for successful implementation of the JPL JIT system consistent with the start-up schedule (e.g. set-up of facilities, hook-up of phone lines, hiring/training of personnel, etc.), The implementation plan should identify and discuss any proposed changes to your internal administrative systems.

A milestone schedule including planned dates for the accomplishment of each major task and subtask must be provided.

##### 2.2 Approach to Satisfy Delivery Requirements:

- 2.2.1 Describe your approach for meeting the specified packaging, labeling, barcode, and delivery requirements as stated in the Specimen Contract, Article I, SOW, Exhibit II JPL JIT Operational Concept Document, Exhibit V JPL Bar Code Specification, and Exhibit VI, JPL Product Packaging and Delivery Instructions.
- 2.2.2 Provide a plan and schedule of how you will meet the fifteen (15) working day delivery requirement for items listed in Exhibits I, Sections A and B. Specify any problem areas with thorough explanations.
- 2.2.3 Provide specific information on the number of vehicles and qualified personnel that will be used in support of this effort along with a comprehensive back-up delivery procedure. If items will be delivered via a common carrier (s), indicate your preferred carrier names (s) and describe their package tracking procedure(s).

2.2.4 Provide information on key distribution channels and suppliers.

### 2.3 Approach for Ensuring Product Availability:

- 2.3.1 Describe your ability to access and supply the items necessary to fulfill the product requirement listed in Exhibit I, sections A and B. Indicate any items you cannot provide and fully explain why you cannot provide those items.
- 2.3.2 Discuss in detail how you will stock JPL's specific requirement (your stocking commitment, JPL does not make a commitment to stocking items). Describe the warehouse which will be utilized to house JPL's requirement, include such issues as capacity storage control features, or if facility changes are required.
- 2.3.3 Describe your approach and time frame for providing JPL with rapid pricing and delivery of all new products you propose. Describe where they are located and their inventory depth and breadth. Describe how you will monitor the wholesalers/distributors in terms of quality control, transportation, and packing control of new product(s).
- 2.3.4 If heavy reliance is expected to be placed on wholesalers/distributors, indicate which ones are expected to be used, your business relationships, the percentage of business you do with them, their locations, and their inventory depth and breadth. Describe how well you will monitor the wholesalers/distributors in terms of quality, transportation, and packaging control. Provide historical data, for the last six (6) months, on the average delivery time to you from your primary wholesalers/distributors.

## 3.0 Section II - MANAGEMENT APPROACH

### 3.1 Implementation Plan:

- 3.1.1 Provide a discussion of and fully describe your Implementation Plan for conducting this effort. Your plan should show how the performance and delivery schedules, of the Specimen Subcontract will be met. It should reflect the necessary steps for successful implementation of the JPL JIT System within the start-up time frame (e.g. set-up of facilities, hook-up of phone lines, hiring/training of personnel, how the material releases are to be entered and managed, etc.) The implementation plan should identify and discuss any proposed changes to your existing internal administrative systems.
- 3.1.2 Discuss any additional services and capabilities that will facilitate implementation of the JIT system. Include a provision for rapid resolution of technical and schedule problems that may develop.
- 3.1.3 A milestone schedule including planned dates for the accomplishments of each major task and subtask must be provided.

### 3.2 Management and Key Personnel:

- 3.2.1 Provide a complete organizational chart of all employees that will be associated with the JPL JIT Subcontract. Describe the organizational structure, lines of authority, communication and the staffing plan for implementation of the requirements of this Subcontract. List all staff involved and their duties. Describe management's command of the resources (i.e. personnel, finances, facilities, etc) necessary for Subcontract performance.
- 3.2.2 If heavy reliance is expected to be placed on wholesalers/distributors, also indicate their key personnel who will be involved in implementing JPL's requirement and describe the integration of wholesaler/distributor personnel into your company's JIT organizational structure, lines of communication, authority and staffing plan.

- 3.2.3 Describe your approach for supplying the JPL Subcontracts Negotiator (SM) and Catalog Administrator with product information, as required by the Statement of Work. In addition, describe in sufficient detail any additional innovative services not included or outlined in the Statement of Work.
- 3.2.4 Provide the following information on key personnel who will have Technical, Management and Subcontract operations responsibilities within the JIT organization.
  - 3.2.4.1 Job Titles
  - 3.2.4.2 Education
  - 3.2.4.3 Management experience
  - 3.2.4.4 Technical experience
  - 3.2.4.5 Experience with JIT type systems
  - 3.2.4.6 Authority and responsibility

### 3.3 Product Management Approach:

- 3.3.1 Describe your approach to keeping yourselves and JPL apprised of new and discontinued product information within the market. Describe how you will communicate information about new and discontinued items to the JPL SM and Catalog Administrator in a timely manner. The approach should clearly address your sources for obtaining the necessary industry related information, in addition to your plans for disseminating information effectively to JPL.
  - 3.3.1.1 Describe your ability to handle new product and special order requests.
  - 3.3.1.2 Describe how new products and special ordered will be addressed. Compare and contrast with current procedures.
  - 3.3.1.3 Describe your ability to meet performance and delivery schedules.

### 3.4 Contingency Planning to Resolve System Failures:

Describe your contingency plan efforts and detail the following:

- 3.4.1 How lost or late deliveries are handled.
- 3.4.2 Back-up plan or system for downtime (failure) of the Electronic Data Interchange (EDI) acquisition system between JPL and the Subcontractor.
- 3.4.3 How delivery discrepancies for shortage/overages, incorrect items, exchanges and damaged items are handled internally.
- 3.4.4 Describe your procedures for handling misshipped or erroneously documented materials (i.e. incorrect bar-code labels).

## 4.0 Section III – RELATED EXPERIENCE

- 4.1 Provide a concise discussion of both past and present corporate experience on requirements similar to those described in this RFP. Specifically include in your discussion, to the extent that it is applicable, any experience gained from recent or on-going efforts, or specific proposed personnel in the area(s) of EDI, bar coding, JIT delivery experience, Government Property Tagging, and your ability to meet customer requirements. Identify all relevant contracts in the last three (3) years and provide:

- 4.1.1 Electronics Data Interchange (EDI) experience, Bar Code labeling experience, and Government Property Tagging experience.
- 4.1.2 Contract number, Company, and dollar amount.
- 4.1.3 Description of effort and approximate volume of items delivered per year.
- 4.1.4 Contact name, address, and telephone number of customer(s).
- 4.1.5 Specific type of experience gained.

5.0 PAST PERFORMANCE – Attachment A-14

The information submitted in response to paragraph 4.0, Related Experience, above, will be separately utilized by JPL to assess your past performance on similar recent Contracts. Your technical, schedule and cost performance will be evaluated. Any mitigating circumstances outside of your control will be considered.

## VOLUME II PRICE/COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing your fixed-unit price proposal and supplemental business/cost information.

### 1.0 PROPOSAL PRICING

- 1.1 The pricing model has been included in this proposal within the Specimen Contract. Article 3 of the Specimen Subcontract details the pricing methodology for using a “Manufactured Suggested Retail Price (MSRP) Less Discount” model of pricing.
- 1.2 The instructions set forth below apply to the preparation of your fixed-price proposal. Exhibit I, contains a sampling; however it is not to be considered a complete listing, of the items JPL requires. Exhibit I is designed for the proposer to fill-in all non-populated cells, Estimated usage, in units purchased for the period July 1, 2002 – July 1, 2003, are provided with these instructions. Each usage chart is listed with part number/descriptions/models from the manufacturer or product line from the specific section represented in Exhibit I, sections A and B. Exhibit I describes each product, and estimated annual usage. The quantities featured in Exhibit I are representative of a purchasing “market basket” of some of the UNIX products JPL orders. The prices featured in the proposed pricing Exhibit I will be extended (multiplied) against the estimated usage numbers to obtain a total market basket price that will be used in evaluating the total proposal. These quantities are estimates based on previous history and are provided as information to assist in the preparation of your price proposal for the basic requirement. ***However, these quantities do not reflect any commitment from JPL for future orders.***
- 1.3 Your proposal shall include the information detailed below. Input your response to Exhibit I, Sections A and B in a Microsoft Excel spreadsheet provided to JPL on a CD and print a completed hard copy for attachment to your proposal and duplicate as required. Omission of the CD and/or hard copy file may render your proposal non-responsive.
- 1.4 Upon completion of Exhibit I pricing Sections A and/or B, initial the right corner of each page of the spreadsheet. In the event of any price discrepancy between the signed, original hard copy of the Exhibit and the electronic data returned on the CD, the signed, original hard copy shall prevail.
- 1.5 Any items not priced should be explained. For any item not priced, the highest unit price received for that item from other offerors will be used to arrive at the total overall proposal price. Price assignment for any items not priced are for evaluation purposes only and are not contractual.
- 1.6 Any items, which cannot be provided, must be clearly identified in Exhibit I. Any priced items, which cannot be provided within the fifteen (15) day delivery requirement, must be clearly identified on Exhibit I with an indication of an alternate delivery time.

### 2.0 PROPOSAL PRICING – MANUFACTURER SUGGESTED RETAIL PRICE (MSRP) LESS DISCOUNT

#### 2.1 MSRP, Published Catalog Price, or Price Schedule List

Pricing for this effort will be based on Manufacturers Suggested Retail Price (MSRP), hereinafter referred to as “Price List”. Clearly identify any items that do not have an associated Price List.

## 2.2 Fixed Percentage Discount

2.2.1 The Proposer shall provide a fixed percentage discount off the Price List for all products or product groups listed on Exhibit I. See paragraph 2.5 “Product Grouping”. If a percentage discount for each product grouping is used, the proposer shall assign a fixed percentage discount for each product group.

2.2.2 The JPL price will automatically compute when the Published Price (MSRP) and Percent Discount columns are input. The percent (%) discount should be entered as a decimal (i.e. .05 = 5%, .10 = 10%). The Proposer shall provide JPL with the unit price using the following formula:

$$\text{MSRP} \times \text{Percentage Discount} = \text{Unit Price.}$$

2.2.2.1 The Unit Price shall include all value-added Subcontractor costs including transportation, packaging, handling charges, indirect costs, profit, overhead, burden and all other services required by Article 1, Statement of Work, or as outlined in your proposal.

## 2.3 JPL Extended Price

2.3.1 The extended price shall be calculated automatically within the JPL-provided spreadsheet using the following formula:

$$\text{Estimated Usage} \times \text{Unit Price} = \text{JPL Total Price.}$$

2.3.1.1 The proposer is responsible for verifying the accuracy of the extended price and the grand total cost.

## 2.4 Supporting Price Data

Proposers remaining in the competitive range (see General Instructions, paragraph (9), shall provide during the oral discussions, copies of all applicable supporting price data/documentation (i.e. Published Price List/ Invoices) as defined in paragraph 2.3 above for items with an estimated usage of 10 or more. In those instances where a Price List does not exist, a written offer from a supplier qualified to sell such items must be provided. This information will be supplied to the JPL evaluation team after the competitive range determination is made and notification to the Proposer is made. If an invoice is more than six months old, the proposer shall provide the most recent invoice received plus a current written quote. In those instances where an invoice does not exist, a written offer from a supplier qualified to sell such items must be provided.

## 2.5 Product Groups

2.5.1 The Proposer shall provide category breakdowns that will distinguish individual groups or subgroups of products. The individual categories will provide the mechanism for introducing new products into the electronic catalog, by establishing a “family” of items to which each new item can be categorized and the appropriate discount level applied.

**The following is an example summary:**

<u>Product Group#</u>	<u>Description</u>	<u>Fixed Percentage Discount</u>
1	Workstations and Servers	60%
2	Monitors	50%
3	Storage	45%
4	Memory	55%
5	Software	25%

2.5.2 If the Proposer elects not to provide a fixed percentage discount for all products listed in Exhibit I, then the Proposer must provide a fixed percentage discount per product group of similar attributes. Products may be grouped at the Proposer's discretion.

2.5.3 Product groups and fixed percentage discounts will be used for the term of the Subcontract and incorporated into Article 3, Price and Payment. JPL will reserve the right to review the fixed percentage discounts annually and request changes as appropriate. In addition, JPL shall have the unilateral right to assign all new items to the product group deemed most appropriate.

(NOTE: A product grouping of "0" shall indicate no discount is intended, therefore, the JPL Price will be the same as the List Price. Therefore, enter zero (0) into the discount column.

## 2.6 Supplemental Business/Cost Information

### 2.6.1 Financial Statement

Submit copies of your annual financial statements for the past three (3) years and other information as necessary to prove financial capability. This information should include:

### 2.6.2 List of bank references and any established lines of credit.

### 2.6.3 Additional financial resources required to perform the proposed contract.

Note: If the latest current financial information has recently been submitted to JPL, please indicate the applicable JPL RFP number and do not resubmit the same information.

## 2.7 Partial Payments

Partial Payments will not be allowed under this Subcontract.





## ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

***NOTE TO PROPOSERS:*** Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.

**GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input checked="" type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (Form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

**GROUP B - For information only:**

Attachment Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input checked="" type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Subcontract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Subcontractor Personnel Problems, Discipline, And Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions – Cost Type Subcontract (form JPL 2716)

- ☐ B-15 Billing Instructions – CREI Subcontract (form JPL 2717)
- ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Subcontract (form JPL 2718)
- ☐ B-17 JPL Subcontractor Safety and Health Notification (form JPL 2885)